



Forestry Grants System Access Portal

Forest Sustainability Funds Applicant User Guide

Prepare

Please review this guide to determine what information you need to gather in advance to streamline the application process.

Mandatory attachments are:

- Completed Commonwealth of Virginia Substitute W-9. (A blank COV W-9 form is provided in Forestry Grants, or use this link https://www.doa.virginia.gov/forms/CVG/W9_COVSubstitute.pdf.)
- Copy of locality's ordinance.
- Calculate forgone revenue prior to completing online application.

Get Started

- 1) Navigate to the Virginia Department of Forestry (VDOF) Forestry Grants System Access Portal and click the **Click here to Register** button.

<https://vaforestry.webgrantscloud.com/index.do>

WARNING

Forestry Grants has a preset 10-minute timeout function. Users will receive a reminder as shown below; use the SAVE function to avoid loss of data.

vaforestry.webgrantscloud.com says


Your session is about to expire.


If you do not save your changes in the next few minutes they will be lost


OK

- 2) The locality is required to complete the mandatory fields marked in red. Click on the green **Save Registration Information** button. VDOF staff will complete the Internal Use Only fields once the organization submits their request for registration.



 **Registration**





Personal Contact Information

Name*:
Salutation First Name Middle Name Last Name

Title:

Email*:

Address*:

City State Postal Code/Zip

Phone*:
Phone Ext.
####


Fax:
####

What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other programs.

Program Area of Interest:

Copy Personal Information to Organization?:

Step 2: Continued



Organization Name*:

Organization Type*:

Federal ID Number (FEIN)*:

Organization Website:

Unique Entity Identifier (UEI):

Physical Address*:

City State Postal Code/Zip

County

Mailing Address*:

City State Postal Code/Zip

Phone*:


Ext.


Fax:

####

Captcha*:

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)



- 3) Once VDOF approves a locality, a notification email will be sent advising the locality to return to the website: <https://vaforestry.webgrantscloud.com/index.do> and establish a password and sign in to the system. Arrive at the dashboard and select **Funding Opportunities** from the gray menu box on the left.

The screenshot displays the VDOF webgrantscloud.com dashboard. The user is logged in as 'Tester Tester' with the role 'Tester'. The dashboard is titled 'Work Assignment' and shows 'All currently assigned work'. The left sidebar menu includes 'Dashboard', 'Work Assignment', 'Calendar', 'Alerts', 'My Reviews', 'My Site Visits', 'Funding Opportunities', 'Applications', 'Grants', 'Inventory', 'Reports', and 'My Profile'. A red arrow points to the 'Funding Opportunities' link. The main content area shows three sections: 'Approaching Deadlines - Next 30 Days', 'Negotiations - Due Within 30 Days', and 'Recent Correspondence - Within the Last 30 Days'. The 'Approaching Deadlines' section contains a table with one row: '10/05/2022', 'Site Visit', '1112-01', 'Editing', 'BaseLine Organization', 'Water Quality Initiative', and '1005-Logger Best Management Practices (BMP) - 2022'. The 'Negotiations' and 'Recent Correspondence' sections show 'No data available in table'. The 'My Site Visits' section shows 'Site Visits assigned to you personally appear below.' and a table with columns: 'Due Date', 'Number', 'Type', 'Status', 'Grant', 'Organization', 'Program Area', and 'Funding Opportunity'.

Approaching Deadlines - Next 30 Days

This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date	Document	ID	Status	Title	Program Area	Funding Opportunity
10/05/2022	Site Visit	1112-01	Editing	BaseLine Organization	Water Quality Initiative	1005-Logger Best Management Practices (BMP) - 2022

Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

Recent Correspondence - Within the Last 30 Days

Sent Date	Flag	From	To	Subject	Message
No data available in table					

My Site Visits - Inbox

Site Visits assigned to you personally appear below.

Due Date	Number	Type	Status	Grant	Organization	Program Area	Funding Opportunity
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- 4) Funding Opportunities should only show the specific opportunity applicable to them, but if all opportunities are displayed, select **Forest Sustainability**.

Tester Tester
Tester
Tester Role, Site Visitor ASSIGNED -
Forest Refuge Center Contact

Dashboard >

Funding Opportunities >

Applications >

Grants >

Inventory >

Reports >

My Profile >

Funding Opportunities

List of all current funding opportunities

Back Print Online Help Log Out

Currently Posted Funding Opportunities


All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
1002	Test	Virginia Department of Forestry	Fire	Volunteer Fire Assistance Program (VFA) - 2023		Mar 31, 2023 8:00 PM
1003	Test	Virginia Department of Forestry	Fire	Dry Hydrant Program - 2023		Mar 31, 2023 8:00 PM
1086	Test	Virginia Department of Forestry	Fire	Firewise - Community Hazard Mitigation - 2023		Mar 31, 2023 8:06 PM
1001	Test	Virginia Department of Forestry	Forest Health	Forest Health Component of CPG and LaSR - 2022		Dec 31, 2022 3:00 PM
1072	Test	Virginia Department of Forestry	Forest Sustainability	Sustainability Fund 2022		Nov 15, 2022 3:00 PM
1000	Test	Virginia Department of Forestry	Stewardship	Forest Stewardship Outreach - 2022		Dec 31, 2022 3:00 PM
1004	Test	Virginia Department of Forestry	Urban & Community Forestry	Urban and Community Forestry (U&CF) Grant - 2022		Dec 31, 2022 3:00 PM
1039	Test	Virginia Department of Forestry	Urban & Community Forestry	U&CF Trees for Clean Water (VTCW) - 2022		Dec 31, 2022 3:00 PM
1005	Test	Virginia Department of Forestry	Water Quality Initiative	Logger Best Management Practices (BMP) - 2022		Dec 31, 2022 3:00 PM

Showing 1 to 9 of 9 entries

5) Click the green **Start New Application** button in upper right corner.



Tester Tester
Tester
Tester Role, Site Visitor ASSIGNED -
Federal Revenue Center, Grant

Dashboard >

Funding Opportunities >

Applications >

Grants >

Inventory >

Reports >

My Profile >

Funding Opportunity Details

1072 - Forest Sustainability Fund 2022

Funding Opportunity Details

Forest Sustainability

Final Application Deadline: Nov 15, 2022 5:00 PM

Status: Test

Award Amount Range: Not Applicable

Project Dates: -

Award Announcement Date: 12/31/2022

Program Officer: Todd Groh

Phone: (434) 220-9044 x

Email: Todd.Groh@dof.virginia.gov

Description

Description

The Forest Sustainability Fund was created in 2022 to assist local governments that have forest use value taxation with forgone revenue due to utilization in the program. Localities will need to apply by November 15th of each year. VDOF will distribute the amount in the fund proportionally to those localities that apply.

Funds must be used solely for public education generally or for projects related to outdoor recreation or forest conservation as required by the Code of Virginia 58.1-3242.1.

The following information will be required to complete the FSF application:

- Electronic copy of ordinance that established forest land use taxation
- Electronic copy of state W-9 form confirming tax identification number, legal name, and remittance address (see Attachment section below)
- Amount of total forgone revenue due to forest use value taxation for the previous year
 - For purposes of this program, forgone revenue is calculated as (Total Fair Market Value - Forested Land in Land Use – Total Land Use Value Forested Land in Land Use) * Locality Tax Rate

Attachments

Attachments

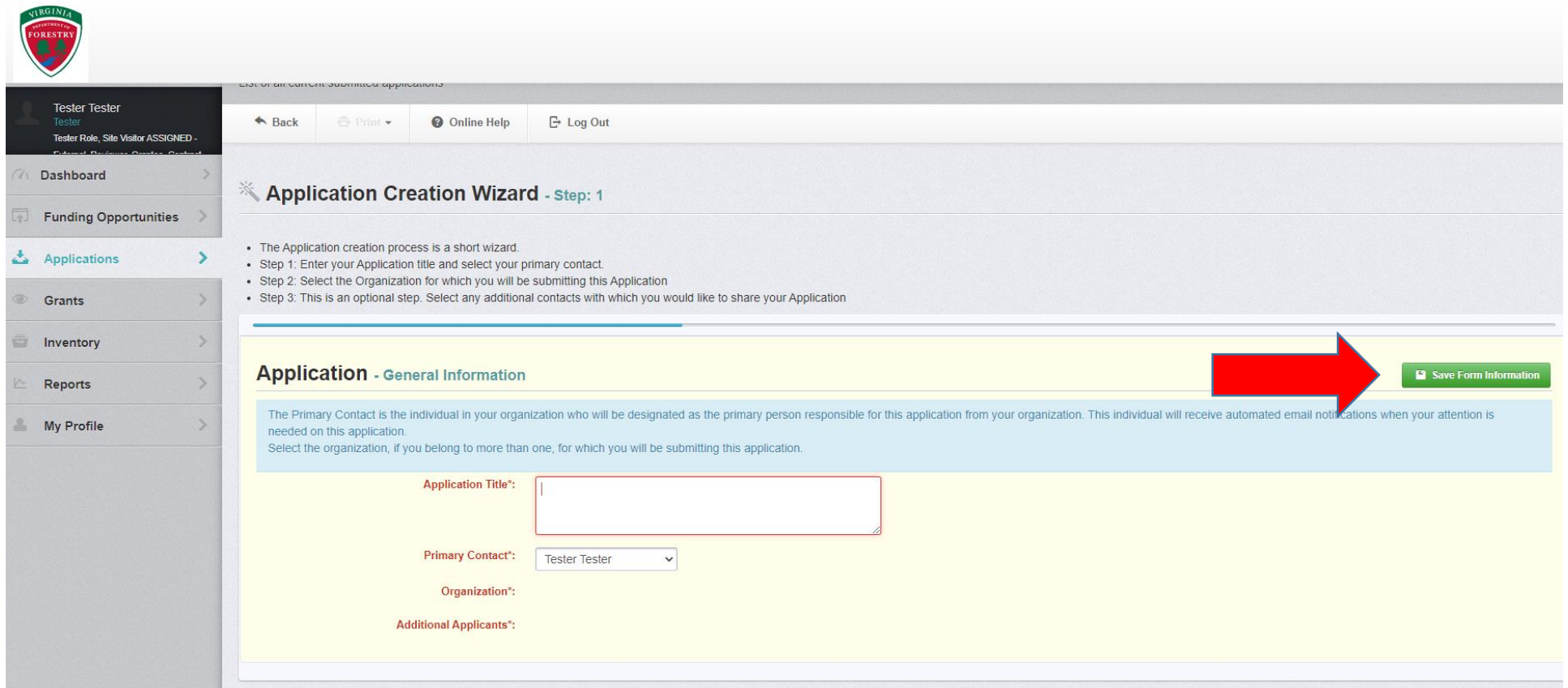
Description	File Name	Type	Size	Upload Date
COV W-9 form - Mandatory	W9_COV.pdf	pdf	463 KB	10/03/2022 03:10 PM

Website Links

Website links

Description	Link
No Data for Table	

- 6) At the Application Creation Wizard, complete the red mandatory boxes and click on the green **Save Form Information** button in the upper right corner (Primary Contact and Organization should pull forward from the registration; additional applicants can be entered if applicable). Application Title should be entered as: **(Insert Locality) Forest Sustainability Fund FY23**. Example: Purple County Forest Sustainability Fund FY23.



Virginia Department of Forestry

Tester Tester
Tester
Tester Role, Site Visitor ASSIGNED -
Editorial Reviewer, Reviewer, Contact

Back Print Online Help Log Out

Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:

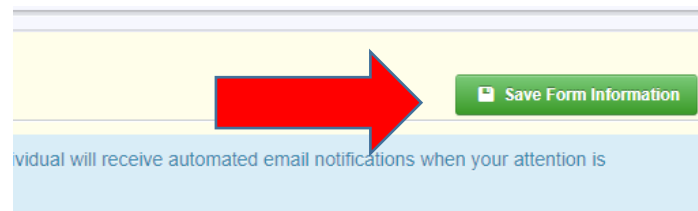
Primary Contact*:

Organization*:

Additional Applicants*:

Save Form Information


- 7) Information will be populated. Click on the green **Save Form Information** button in the upper right hand corner again.



Save Form Information

vidual will receive automated email notifications when your attention is

8) Arrive at the Submitted Applications screen. Select **Forest Sustainability Fund Application** to enter specific locality information.



Tester Tester
Tester
Tester Role, Site Visitor ASSIGNED -
Edmond, Redwood, Center, Oakwood

Dashboard >

Funding Opportunities >


Applications >

Grants >

Inventory >

Reports >

My Profile >

 **Submitted Applications**
List of all current submitted applications

[Back](#) [Print](#) [Online Help](#) [Log Out](#)

1113 - Jackie's County 9/21/22

Status: **Editing**

Stage: Final Application

Application Due Date: Nov 15, 2022 3:00 PM


Program Area: Forest Sustainability

Funding Opportunity: 1072-Forest Sustainability Fund 2022

Organization: Sample Organization

Requested Total:

Application Preview Alert History Map

 **Application Details**

[Preview Application](#) [Withdraw](#)

Application cannot be Submitted Currently


• Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 21, 2022 4:08 PM - Tester Tester
Forest Sustainability Fund Application		-

11/02/2022

8

- 9) Fill in the **Forgone Revenue** box, attach the **County Ordinance** and the **COVA W-9** forms. Fill in the certification boxes and click on the green **Save Form** button in the lower right corner.



Tester Tester
Tester
Tester Role, Site Visitor ASSIGNED -
External Reviewer, Certified

Dashboard >

Funding Opportunities >

Applications >

Grants >

Inventory >

Reports >

My Profile >

Forest Sustainability Fund Application

What was the total forgone revenue from the previous year for lands under forest land use tax in your locality?
Do not enter the total deferred land value.
PLEASE NOTE: For purposes of this program, forgone revenue is calculated as:
 $\text{Forgone (Deferred) Revenue} = (\text{Total Fair Market Value (FMV)} - \text{Forested Land in Land Use} - \text{Total Land Use (LU) Value Forested Land in Land Use}) * \text{Locality Tax Rate}$

Total Forgone Revenue*:

Copy of Ordinance*:

Copy of COVA W-9*:


Certification

Certification:
By submitting this application, I confirm that I am authorized to conduct business on behalf of our locality, that the information contained is valid and accurate, that our locality agrees to accept the proportional amount of funds allocated to us and funds will be used solely for public education generally or for projects related to outdoor recreation or forest conservation as required by the Code of Virginia 58.1-3242.1

Name*:
First Name Last Name

Title Date

10) Review the information in the Forest Sustainability Fund Application and Certification sections. If all information is correct, click on the orange **Mark as Complete** button.



Tester Tester
Tester
Tester Role, Site Visitor ASSIGNED -
Current Reviewer Pending Review

Dashboard >

Funding Opportunities >

Applications >

Grants >

Inventory >

Reports >

My Profile >

Forest Sustainability Fund Application - Current Version

Forest Sustainability Fund Application

✓ Mark as Complete Edit Form

What was the total forgone revenue from the previous year for lands under forest land use tax in your locality?
Do not enter the total deferred land value.

PLEASE NOTE: For purposes of this program, forgone revenue is calculated as:
Forgone (Deferred) Revenue = (Total Fair Market Value (FMV) - Forested Land in Land Use - Total Land Use (LU) Value Forested Land in Land Use) * Locality Tax Rate

Total Forgone Revenue*: \$1,000,000.00

Copy of Ordinance*: [Calculating a Match Requirement.pdf](#)

Copy of COVA W-9*: [W9_COVSubstitute BLANK.pdf](#)

Last Edited By: Tester Tester - Oct 4, 2022 8:06 AM [Edit Form](#)

Certification

✓ Mark as Complete Edit Form

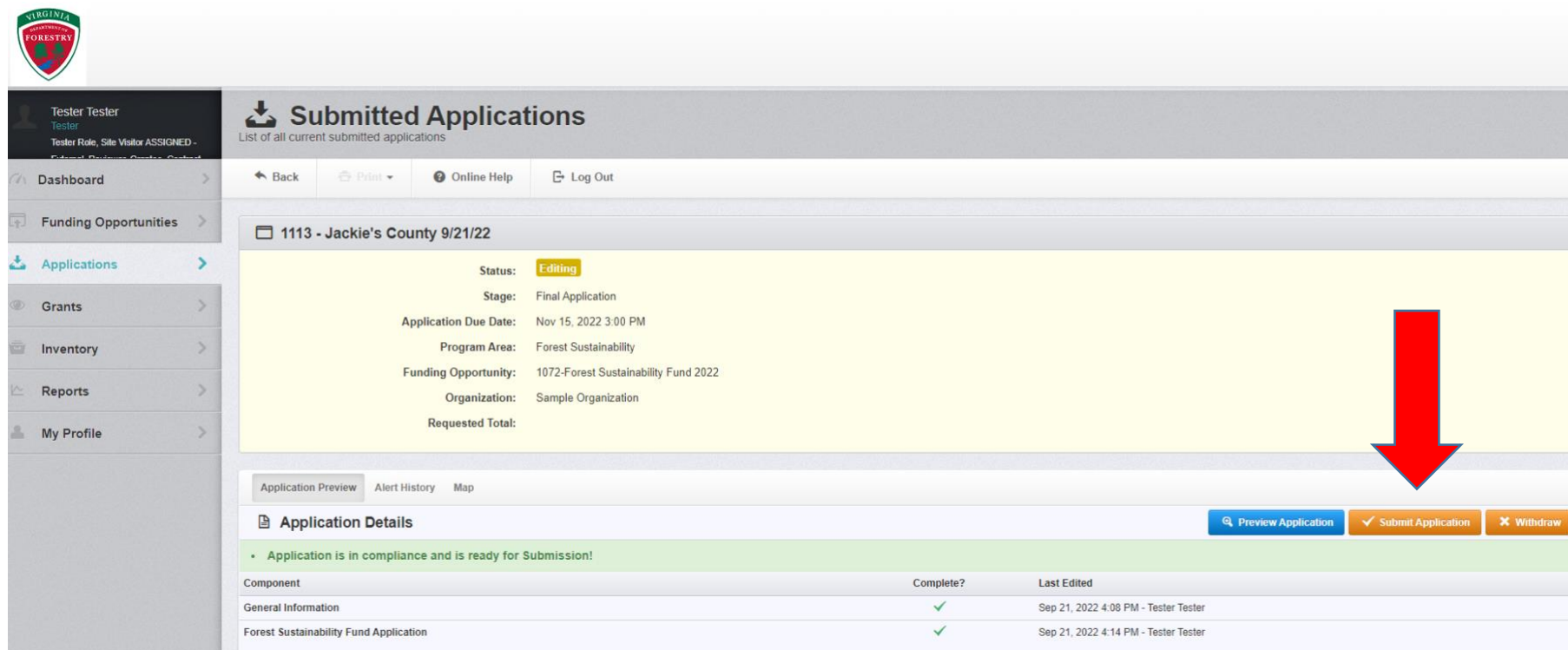
Certification:

By submitting this application, I confirm that I am authorized to conduct business on behalf of our locality, that the information contained is valid and accurate, that our locality agrees to accept the proportional amount of funds allocated to us and funds will be used solely for public education generally or for projects related to outdoor recreation or forest conservation as required by the Code of Virginia 58.1-3242.1

Name*: I Test
First Name Last Name
Tester 10/04/2022
Title Date

Last Edited By: Tester Tester - Oct 4, 2022 8:06 AM [Edit Form](#)

11) The final step is to click on the orange **Submit Application** button.



Virginia Department of Forestry

Tester Tester
Tester Role, Site Visitor ASSIGNED -
External Reviewer, Contact

Submitted Applications
List of all current submitted applications

Back Print Online Help Log Out

1113 - Jackie's County 9/21/22

Status: **Editing**

Stage: Final Application

Application Due Date: Nov 15, 2022 3:00 PM

Program Area: Forest Sustainability

Funding Opportunity: 1072-Forest Sustainability Fund 2022

Organization: Sample Organization

Requested Total:

Application Preview Alert History Map

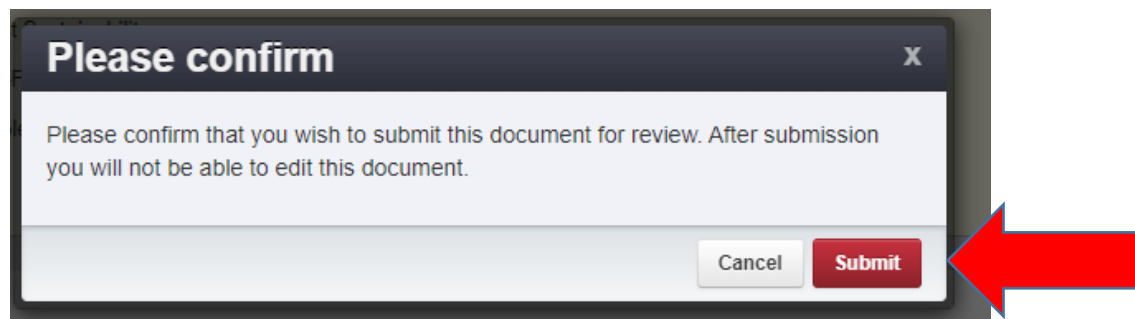
Application Details

Preview Application Submit Application Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Sep 21, 2022 4:08 PM - Tester Tester
Forest Sustainability Fund Application	✓	Sep 21, 2022 4:14 PM - Tester Tester

12) Confirm by clicking on the red **Submit** button.



Please confirm

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel Submit

The locality will see their current application displayed in the system and will receive an award letter via email once VDOF has calculated all forgone revenue and is ready to award grant amounts. VDOF will process all awards through the accounting system and will transmit funds directly to each locality.